

PART IN403 - Special Emphasis Programs

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## SUBPART A - PROGRAMS

### PART IN403 - Special Emphasis Programs

#### Subpart A - Programs

##### IN403.10 General

Indiana will have a Special Emphasis Manager for all active National NRCS Special Emphasis Programs. This will be a co-lateral assignment for program managers. The programs will be developed based on the policy and procedures of the National NRCS Programs and the managers will have roles and responsibilities based on the need for specific activities and concerns of Indiana Workforce. The active programs will consist of:

1. Federal Women's Program
2. Hispanic Employment Program
3. Black Emphasis Program
4. Disability Employment Program
5. Native American Employment Program
6. Asian American Employment Program

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Subpart B - Federal Women's Program

IN403.20

The purpose of Federal Women's Program (FWP) in Indiana is to carry out a positive and continuing program, that provides equal employment and career opportunities for all women in all NRCS programs and activities, eliminates sexual harassment and addresses current issues women face in the workplace. The program will: **Increase professional opportunities for women, eliminate barriers and discriminatory attitudes, increase self-confidence through education and training, create an awareness for greater sensitivity to women.** The FWP manager will develop and implement an annual plan, will submit items of state wide concern to the state business plan, attend and implement activities for the Federal Women's Program, and provide information and education to the the workforce according to NRCS policy and procedures and participates in recruitment efforts.

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Subpart C - Hispanic Employment Program

IN403.40

The purpose of the Hispanic Emphasis Program (HEP) in Indiana is to ensure that persons of Hispanic origin have an equal opportunity to compete for Federal employment and promotions. (Hispanics include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin). The program will: **Identify and remove barriers that prevent Hispanics from being hired or retained, develop strategies to increase Hispanic representation, identify Hispanic communities and schools with Hispanic students and ensure Hispanics are represented in all job disciplines.** The role of the Hispanic Emphasis Program Manager is to: develop annual objectives for carrying out the program, submit items to annual state business plan, establish and maintain relationships with Hispanic groups and individuals, and participates in recruitment efforts.

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Subpart D - Black Emphasis Program

IN403.60

The purpose of the Black Emphasis Program (BEP) in Indiana is to provide focus on issues of employment, promotion, training and career enhancement for Black Employees. The program will: **Increase the number of blacks in all job disciplines, create advancement opportunities for blacks, encourage participation in all programs and activities and provide a network of support for all Blacks in NRCS.** The role of the Black Emphasis Program Manager is to develop items for the state business plan, provide information and education to all employees, advise Management of concerns of Blacks in the workplace, establish and maintain relationships with Black organizations and groups and participate in recruitment efforts.

(230-GM, Amend. IN2, June 2001)

IN403-17(1)

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## Subpart E - Disability Employment Program

IN403.71

The purpose of the Disability Emphasis Program (DEP) in Indiana is to encourage employment of persons with disabilities in a broad range of occupations. The program will: **Promote understanding and appreciation of individuals with disabilities in the workplace, promote understanding of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, provide reasonable accommodations and accessibilities.** The role of the manager of this program is to provide information and education to management of the programs, provide information on activities to all employees, identify rehabilitation agencies, determine recruitment sources, and determine training needs for persons with disabilities.

Subpart F - Native American Employment Program

IN403.90

The purpose of the Native American Employment Program (NAEP) in Indiana is different than other programs. The 1964 Civil Rights Act does not apply to American Indians and Alaskan Natives. The program will: **Support the unique role of American Indians/Alaskan Native employees, develop mentoring processes, build coalitions with advocacy groups, and inform management of differences in working with American Indians/Alaskan Natives.** The role of the Native American Employment Program Manager is to establish and maintain relationships with Native American organizations and groups, participate in recruitment efforts, provides information and education to the workforce on issues of sensitivity and concern to the Native American.

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Subpart G - Asian American Employment Program

IN403.100

The purpose of the Asian Pacific American Emphasis Program (APAM) in Indiana is to enhance equal access to all employment opportunities for Asian Pacific American employees within NRCS. The program will: **promote and establish participation of Asian Americans in the workforce, enhance career development and advancement of employees.** The role of the Asian Pacific American Emphasis Program manager is to market natural resources programs to the Asian Pacific communities, provide information to all employees and inform them of activities and programs available, establishes and maintains relationships with Asian Pacific Americans and participate in recruitment efforts.